



Victim Witness Coordinator Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates
and candidates who support diversity.*

Posting Date: September 28, 2021

Department: County Attorney

Salary: \$20.09 per hour

Grade: F

Hours: Monday-Friday 8:00 am – 5:00 pm

FLSA: Non-Exempt

*Overtime as required

**For Fast-Track processing, send resumes to
countyattorney@yellowstonecountymt.gov**

Applications will be accepted until positions are filled.

FUNCTION:

Full-time position providing support services and notifications to victims and witnesses of a wide variety of felony and misdemeanor crimes in both the adult and juvenile divisions of the office. This position assists victims and witnesses as cases progress through the court system; does related work as required. Some crimes that may be encountered include homicide, physical and sexual assault, and property crimes. The work is performed under the general direction of assigned attorneys, the Office Administrator, the Legal Office Supervisor and the Victim/Witness Coordinator Supervisor.

MINIMUM QUALIFICATIONS:

- Graduation from a college or university with an associate's degree in criminology, sociology, psychology, social work, or a closely related field; **and**
- Two (2) years' experience in criminology, sociology, psychology, social work, crisis counseling, victim witness assistance, or the criminal justice system; **or**
- Any equivalent combination of experience and training totaling four (4) years.

Job description available upon request.

TO APPLY:

1. **County application**
2. **Names, addresses, and phone numbers of three (3) employment-related references**
3. **Resume**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at www.yellowstonecountymt.gov

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705. **NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.